



HOUSING AND REDEVELOPMENT AUTHORITY AGENDA

Tuesday, April 3, 2012

6:50 p.m.

Coon Rapids City Center

Council Chambers

Call to Order

Roll Call

Approval of Minutes of Previous Meeting

February 8, 2012, HRA Regular Meeting

New Business

1. Approve Additional Funding to Supplement Existing Environmental Protection Agency Grant Funds for Master Planning for Port Campus Square

Other Business

Adjourn



AI-346

HRA Regular

Meeting Date: 04/03/2012

SUBJECT: Minutes

Attachments

2/8/12 HRA Minutes

UNAPPROVED

HOUSING AND REDEVELOPMENT AUTHORITY MEETING OF FEBRUARY 8, 2012

A meeting of the Coon Rapids Housing and Redevelopment Authority was called to order by Chair Howe at 8:09 p.m. on February 8, 2012, in the Council Chambers.

Members Present: Chair Tim Howe, Commissioners Denise Klint, Melissa Larson, Paul Johnson, Jerry Koch, Bruce Sanders

Members Absent: Commissioner Scott Schulte

CALL TO ORDER

Chair Howe called the meeting to order at 8:09 p.m.

ROLL CALL

Commissioner Schulte absent.

APPROVAL OF MINUTES OF JANUARY 17, 2012

MOTION BY COMMISSIONER JOHNSON, SECONDED BY COMMISSIONER SANDERS, TO APPROVE THE MINUTES OF THE JANUARY 17, 2012, HRA MEETING AS CORRECTED. THE MOTION PASSED 5-0-1, COMMISSIONER KLINT ABSTAINED.

1. CONSIDER APPROVAL OF RELOCATION CLAIM AND LEASE TERMINATION – RENAISSANCE ADULT DAY CARE, 2996 111TH AVENUE:
 - a. AUTHORIZE THE PAYMENT OF RENAISSANCE ADULT DAY CARE'S RELOCATION CLAIM IN THE AMOUNT OF \$60,079 LESS \$4,000 FOR RENT
 - b. AUTHORIZE THE CHAIR AND SECRETARY TO EXECUTE THE LEASE TERMINATION AGREEMENT

Community Development Director Nevinski stated the HRA is asked to consider a relocation claim by Renaissance Adult Day Care as well as an agreement terminating the lease.

Renaissance Adult Day Care (RAD) has relocated from the property at 2996 111th Ave NW as a result of the City's acquisition of properties around the new ice arena. RAD is eligible under the Federal Relocation Act and Minnesota Statutes to receive a relocation payment consisting of 1) actual moving costs (\$10,079) and 2) business reestablishment costs (\$50,000), up to certain limits. The claim totals \$60,079, although rent in the amount of \$4000 is being deducted by staff from the claim. A spreadsheet detailing the eligible relocation costs was shared. Documentation supporting the relocation claim has also been submitted. ProSource Technologies, Inc. has facilitated the relocation claim on behalf of the HRA. Additionally, the HRA is asked to

consider a lease termination agreement with RAD, which memorializes the terms and conditions of the lease termination.

MOTION BY COMMISSIONER JOHNSON, SECONDED BY COMMISSIONER SANDERS, TO AUTHORIZE THE PAYMENT OF RENAISSANCE ADULT DAY CARE'S RELOCATION CLAIM IN THE AMOUNT OF \$60,079 LESS \$4,000 FOR RENT AUTHORIZE THE CHAIR AND SECRETARY TO EXECUTE THE LEASE TERMINATION AGREEMENT.

Commission Sanders asked for clarification on the proposed and capped amounts. Mr. Nevinski stated the relocation claim is capped at \$50,000 but that moving expenses are virtually unlimited.

Phil Rosar, 10640 Mississippi Boulevard, suggested the Board wait until the lease expires in June and avoid any relocation payments. Mr. Nevinski stated that under the Federal Relocation Act the HRA is obligated to pay relocation claims regardless of the lease expiration date.

Mr. Rosar disagreed, stating this action will increase the overall cost of the new ice center. Chair Howe said residents have asked the City to address redevelopment of Coon Rapids Boulevard, which is what this action does.

Commissioner Sanders said the relocation claims process begins once a parcel is acquired, which occurred last year.

City Attorney Hiljus explained the Federal Relocation Act process, adding that Prosource was contracted to monitor claims and expenses on the City's behalf. He said Prosource is highly respected in their field and that he is comfortable with their recommendation.

Mr. Nevinski noted this claim does not include any leasehold improvements but only relocation costs.

THE MOTION PASSED UNANIMOUSLY.

OTHER BUSINESS

There was no other business to come before the HRA.

ADJOURN

MOTION BY COMMISSIONER JOHNSON, SECONDED BY COMMISSIONER SANDERS, TO ADJOURN THE FEBRUARY 8, 2012, MEETING AT 8:15 P.M. THE MOTION PASSED UNANIMOUSLY.

Respectfully submitted,
Cathy Sorensen, City Clerk



AI-339

1.

HRA Regular

Meeting Date: 04/03/2012

Subject: Port Campus Square Planning Process

From: Matt Brown, Community Development Specialist

INTRODUCTION

The HRA is asked to consider additional funding for an updated Port Campus Square Master Plan.

DISCUSSION

In 2010, the City received a \$400,000 grant from the Environmental Protection Agency to conduct assessment work at various "brownfield" sites throughout the City through 2013. Bonestroo Engineering, now Stantec, was hired to administer the funds and complete some of the work. In addition to environmental assessment work, the grant will cover the costs of land-use planning and market analysis in the Port Campus Square and Port Riverwalk redevelopment areas. The cost of the planning processes was estimated at \$50,000, which would be covered by the EPA grant. The City's consultant, Stantec, has begun the planning process for Port Campus Square. While the Port Master Plan was most recently updated in 2010 to accommodate construction of the Coon Rapids Ice Center, additional planning and market analysis is needed to address disposal of publicly-owned land, anticipate the eventual redevelopment of the Family Center Mall, and integrate the plans of Anoka-Ramsey Community College into the broader area. Staff has formed a steering committee to provide input throughout the process. It consists of two Planning Commissioners, two property owners, a neighborhood resident, and representatives from Anoka-Ramsey Community College. The proposed project schedule is as follows:

Port Campus Square Planning Schedule

| | |
|-----------|---|
| April | Steering Committee Meeting #1 <ul style="list-style-type: none">· Summarize existing studies· Input activities |
| May | Steering Committee Meeting #2 <ul style="list-style-type: none">· Market study conclusions· Results of steering committee meeting #1· Preliminary concept plan review· Input from Steering Committee |
| June | Open House Hosted by Planning Commission <ul style="list-style-type: none">· Business owners/property owners/residents of surrounding neighborhoods are invited to view and comment on concept plans· Steering Committee and Planning Commission are invited |
| June | Steering Committee Meeting #3 <ul style="list-style-type: none">· Review outcomes of open house· Review preferred plan· Market study final report |
| July | Completion of Document |
| August | Planning Commission Consideration of Plan |
| September | City Council Consideration |

The EPA grant funds can only be used for parcels meeting the EPA's definition of a "brownfield." While all parcels within the boundaries of Port Campus Square meet this definition, some of the peripheral parcels, including Anoka-Ramsey Community College do not. Staff and representatives from Stantec met with ARCC staff in March to discuss the planning process. As a result of this discussion, Staff has recommended broadening the project scope to include items such as public connections to the Mississippi River and potential partnerships between the City and

ARCC regarding shared facilities and land swaps. Therefore, staff recommends that the HRA approve augmenting the existing \$50,000 budget with an additional \$9,110 of HRA funds. The additional funds would allow for expansion of the study area to include properties owned by and adjacent to Anoka-Ramsey Community College to the west of Port Campus Square. Staff believes that expanding the study area will result in a significantly better plan.

ALIGNMENT WITH STRATEGIC VISION

This item relates to the **Community Development and Redevelopment** section of the 2030 Strategic Vision in the following way:

Creates a long-range plan for sustainable, high-quality development and tax base enhancement.

RECOMMENDATION

Staff recommends that the HRA approve spending \$9,110 from the HRA fund to supplement the existing grant funds from the Environmental Protection Agency for master planning for Port Campus Square.

Fiscal Impact

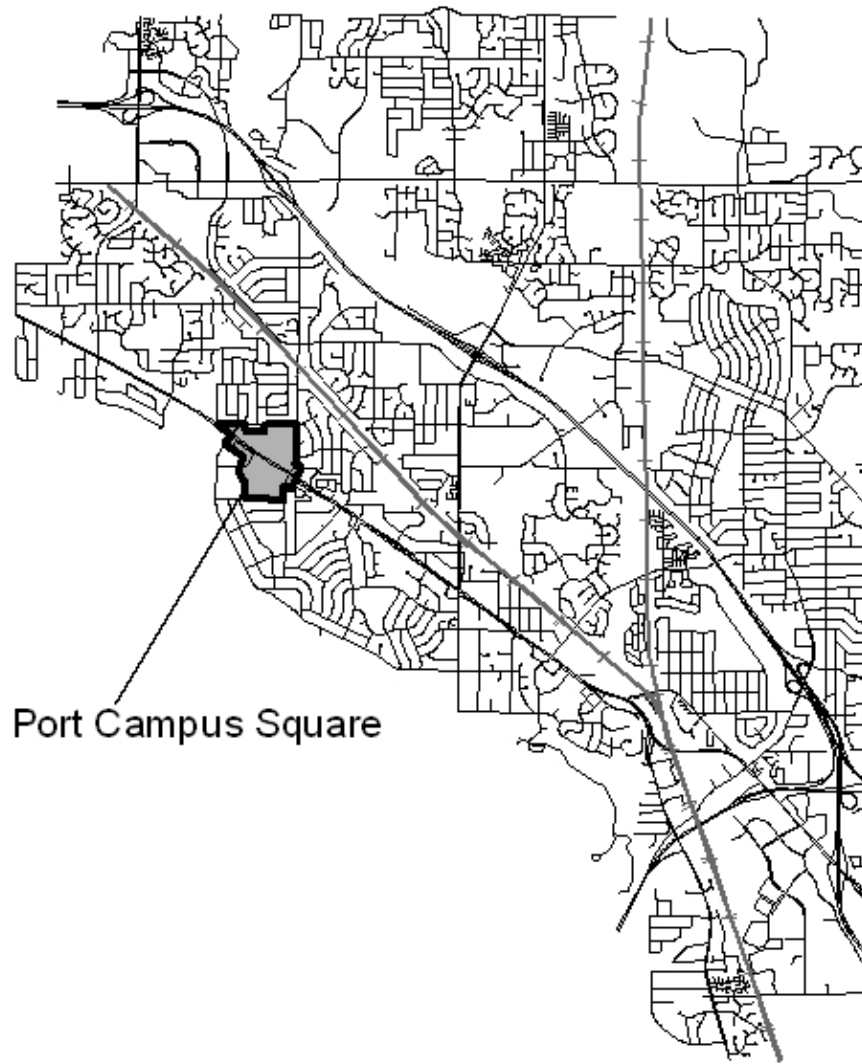
BUDGET IMPACT:

Sufficient funds exist in the HRA account for this expenditure.

Attachments

Location Map

Project Proposal





Planning Proposal

Port Campus and Port Riverwalk Areas

City of Coon Rapids

March, 2012

Project No. M00162-10002-0



Stantec



Stantec

Stantec Consulting Services Inc.

2335 Highway 36 West

St. Paul MN 55113

Tel: (651) 636-4600

Fax: (651) 636-1311

March 28, 2012

Mr. Matthew Brown
Community Development Specialist
11155 Robinson Drive
Coon Rapids, MN 55433-3761

Re: Revised Proposal for Port Campus and Port Riverwalk

Dear Matthew:

We are excited to be working with the City on the planning of these two dynamic redevelopment areas. Based on our discussion with the Anoka-Ramsey administration last week, we believe there is substantial benefit to adding in the area between Port Campus Square and the River to the study. Many of the issues on Port Campus rely heavily on what happens in this area regarding issues such as shared facilities, new roadways and changes in land use.

Unfortunately, this area is outside of the geographic area that can be supported by the EPA grants and will require additional funds, but we believe strongly that the benefits of planning these areas together at this time is significant. This will also help the area between Port Campus Square and the River catch up with the level of planning that has occurred in Port Campus Square.

The following is our revised scope of services and fee schedule for the planning phase of the EPA Environmental Assessment grants and the additional work west of Port Campus Square. Please review and let us know whether the items we have proposed are acceptable to the City.

We look forward to continuing to work with you to transition these key parts of the City.

Sincerely,

STANTEC

V. Paul Bilotta, AICP
Redevelopment Planner

David Constant, PG
Project Manager

Project Understanding and Approach

The Port Campus Square and Port Riverwalk are two of the priority brownfield redevelopment sites in the City of Coon Rapids. Both sites have frontage on Coon Rapids Boulevard and have received substantial public investment to prepare them for redevelopment. These investments include property acquisition, environmental analysis, environmental remediation, and demolition.

The Port Campus area has several substantial market forces that could change the character of the area significantly including the following:

- The City of Coon Rapids is making a substantial investment in recreation facilities that will drive new traffic to the area
- Obsolete and marginal retail space is being removed from the market space and encouraging new retail investment by relocated tenants
- Anoka-Ramsey Community College may be transitioning to a four year educational institution which may impact growth of on-campus and off-campus development
- The enclosed mall at the corner of Crooked Lake Boulevard and 113th Avenue is similar to several other aging malls that have reached the end of their useful life and are in some stage of redevelopment

The Port Riverwalk also has changing market forces that may change the character of the area as well, although they do not seem to have the same level of urgency as the forces on Port Campus, therefore we are recommending a multi-step process that concentrates on the Port Campus area first.

Since both sites are located in some overlapping market areas, we propose starting the analysis with a market study that covers both sites. The market study will be broken into three sections with an overview analysis of the market characteristics that impact both sites and then more detailed analysis of the unique market characteristics and forces on each site. The market study will project retail, office and housing demand for each Port site.

Following the market study, Stantec will work with City staff to facilitate a public input and design process for each site, starting with the Port Campus area site. The detailed breakdown of tasks is as follows. It should be noted that Stantec will be coordinating with City staff throughout all of the tasks, but that detail is not called out as a formal task.

Market Study and Synthesis of Background Information

TASK 1: BACKGROUND SYNTHESIS

Conduct a site analysis of each Port to include an evaluation of surrounding uses, accessibility, visibility, and neighborhood character and orientation.

Provide an overview of the demographic and economic trends affecting the general trade area, including population, household, and employment growth forecasts through 2020.

Provide an overview of the current and emerging market trends for each type of potential use from both a development and user perspective.

Based on the analysis above, define trade areas for each of the potential uses.

TASK 2: MARKET ANALYSIS

Conduct demographic and economic analyses of each defined trade area, including population and households, broken down by age and income, as well as overall employment.

TASK 3: MARKET PROJECTIONS

Calculate supportable development for each of the potential uses at the five- and ten-year market horizons for each Port area.

PORT CAMPUS AND ANOKA-RAMSEY PLAN CREATION

TASK 4: ANOKA-RAMSEY COORDINATION

Meeting with Anoka-Ramsey Administration to understand issues and opportunities.

TASK 5: STEERING COMMITTEE MEETING 1

Port Campus Steering Committee Meeting 1 will be held that will begin to characterize the issues and opportunities for the Port Campus area. This meeting will include a SWOT or similar input exercise and a visual preference survey.

TASK 6: CONCEPT PLAN DEVELOPMENT

The input from Tasks 1-5 will be analyzed to identify similarities and differences which will assist in helping to determine common themes, potential points of conflict and issues that will need a more detailed exploration in the design process. If any points of conflict point to a significant policy issue, it is recommended that input be sought from the Planning Commission, City Council and/or Anoka-Ramsey Administration at this stage.

TASK 7: STEERING COMMITTEE MEETING 2

Port Campus Steering Committee Meeting 2 (in a joint meeting with the Planning Commission) will be held to review the following:

- Market study conclusions
- Results of Steering Committee 1
- Review Preliminary Concepts

TASK 8: STEERING COMMITTEE MEETING 3

Port Campus Steering Committee Meeting 3 will review the preferred Redevelopment Framework Plan with phasing which resulted from the input in from Task 7.

PORT RIVERWALK PLAN CREATION

The Port Riverwalk plan creation process will be similar to the Port Campus Square process, with the exception that the level of issue complexity is reduced from Port Campus Square's very complex level.

TASK 9

Port Riverwalk Steering Committee Meeting 1 will be held that will begin to characterize the issues and opportunities for the Port Riverwalk area. This meeting will include a SWOT or similar input exercise and a visual preference survey.

TASK 10: CONCEPT PLAN DEVELOPMENT

The input from Tasks 1-5 will be analyzed to identify similarities and differences which will assist in helping to determine common themes, potential points of conflict and issues that will need a more detailed exploration in the design process. If any points of conflict point to a significant policy issue, it is recommended that input be sought from the Planning Commission, City Council and/or Anoka-Ramsey Administration at this stage.

TASK 11: STEERING COMMITTEE MEETING 2

Port Riverwalk Steering Committee Meeting 2 (in a joint meeting with the Planning Commission) will be held to review the following:

- Market study conclusions
- Results of Steering Committee 1
- Review Preliminary Concepts

TASK 12: STEERING COMMITTEE MEETING 3

Port Riverwalk Steering Committee Meeting 3 will review the preferred Redevelopment Framework Plan with phasing which resulted from the input in from Task 11.

PROJECT BUDGET

| | Planner | Market Researcher | Urban Designer | Landscape Architect | GIS | Totals |
|---|---------|----------------------|-------------------|------------------------|---------|-----------------|
| Billing Rates | \$149 | \$131 | \$149 | \$97 | \$97 | |
| Phase 1: Market Study | | | | | | |
| Market Study (Tasks 1-3) | 38 | 80 | | | 24 | |
| Subtotal Hours | 38 | 80 | 0 | 0 | 24 | |
| Subtotal Cost | \$5,662 | \$10,480 | \$0 | \$0 | \$2,328 | \$18,470 |
| Phase 2: Port Campus/Anoka-Ramsey Plan | | | | | | |
| A-R Coordination (Task 4) | 3 | | 3 | | | |
| Steering Committee Mtg 1 (Task 5) | 12 | | 2 | | | |
| Concept Plan Development (Task 6) | 20 | | 24 | 34 | | |
| Steering Committee Mtg 2 (Task 7) | 12 | | 16 | 24 | 4 | |
| Steering Committee Mtg 3 (Task 8) | 6 | | 16 | 24 | 2 | |
| Subtotal Hours | 53 | 0 | 61 | 82 | 6 | |
| Subtotal Cost | \$7,897 | \$0 | \$9,089 | \$7,954 | \$582 | \$25,522 |
| Phase 3: Port Riverwalk Plan | | | | | | |
| Steering Committee Mtg 1 (Task 9) | 14 | | | | | |
| Concept Plan Development (Task 10) | 8 | | | | | |
| Steering Committee Mtg 2 (Task 11) | 12 | | 12 | 16 | 4 | |
| Steering Committee Mtg 3 (Task 12) | 12 | | 16 | 16 | | |
| Subtotal Hours | 46 | 0 | 28 | 32 | 4 | |
| Subtotal Cost | \$6,854 | \$0 | \$4,172 | \$3,104 | \$388 | \$14,518 |
| Printing, Mileage, other expenses | | | | | | \$600 |
| TOTAL | | | | | | \$59,110 |
| Funding Sources | | | | | | |
| EPA Port Campus Funds (Approved) | | | | | | \$25,000 |
| EPA Port Riverwalk Funds (Not yet approved) | | | | | | \$25,000 |
| Other Sources | | | | | | \$9,110 |